

7 November 1994

**MAINTENANCE AND MATERIAL MANAGEMENT (3-M)  
MANUAL**

**CHAPTER 2**

**FUNCTIONAL ORGANIZATION**

7 November 1994

CHAPTER 2

REFERENCES

<u>REFERENCE</u>	<u>INSTRUCTION NO.</u>	<u>SUBJECT</u>
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None. No instructions referenced in Chapter 2.

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## CHAPTER 2

## FUNCTIONAL ORGANIZATION

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## CHAPTER 2

## FUNCTIONAL ORGANIZATION

## 2-1 PURPOSE

This chapter describes the 3-M System organization, and presents specific responsibilities of the participating activities and shipboard personnel in the 3-M System organizational structure.

## 2-2 POLICY AND MANAGEMENT

The 3-M System is an integrated maintenance management system which operates under the policy guidance provided by the Chief of Naval Operations (CNO)(N4). CNO (N4) is responsible for the policy and programming of the 3-M System. The Naval Sea Systems Command (NAVSEASYS COM) (SEA 04TD) is designated by CNO as the Functional Manager for the 3-M System and has the overall responsibility for the development, coordination, and maintenance of the 3-M System.

The CNO has established a Fleet 3-M Steering Committee (F3MSC) to monitor, review and recommend for approval by a CNO designated Flag Review Board, improvements in 3-M System policy and procedures for the operating forces and supporting shore activities of the Navy (excluding the aviation units of the Navy and Marine Corps). The committee may appoint technical advisors and others as necessary.

a. The Fleet 3-M Steering Committee shall be composed of maintenance representatives from Chief of Naval Operations (CNO) (N43), each Fleet and Type Commander staff and cognizant Systems Commands. The F3MSC has the following responsibilities:

(1) Recommends to the CNO via the Flag Review Board requirements for 3-M system policies, procedures, and management.

(2) Represents the fleet as to the content, structure and scope of the 3-M system.

(3) Establishes priorities during the definition, design, development, test and implementation phases of 3-M system functions.

(4) Coordinates the activities of subordinate staffs and fleet activities with regard to the 3-M system.

(5) Establishes requirements for 3-M system support from other programs, such as aviation and Marine Corps maintenance programs, as appropriate.

b. Advisory support to the F3MSC will be provided from support activities and commands as appropriate. Working groups

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chartered by the F3MSC will develop formal proposals for submission to the F3MSC.

## 2-3 COMMAND RESPONSIBILITY

Commands of the operating forces are responsible for the proper operation of the 3-M system in the Fleet, and are responsible for informing appropriate seniors in the chain of command of those conditions which affect material readiness.

Active command attention and aggressive supervision at all levels from commanding officer to work center personnel are required to ensure the success of the 3-M System. The use of 3-M products at all levels of command are necessary and must be emphasized to realize the full potential of the system.

The development of management tools at the command level are encouraged. If such development requires modification to or additional computer programs, the potential application must be presented to the F3MSC via the Type Commanders (TYCOMs) and Fleet Commanders in Chief (FLTCINCs) for preliminary evaluation. It must subsequently be approved by the CNO.

## 2-4 ORGANIZATIONAL RELATIONSHIPS AND RESPONSIBILITIES

The following paragraphs summarize the responsibilities of command and assigned shipboard personnel. The relationship of the organizations that manage and participate in the 3-M System is shown in Figure 2-1.

### 2-4.1 Chief of Naval Operations (CNO)

- a. Sponsor the 3-M System.
- b. Develop and implement the overall policy governing management of the 3-M System, its development, coordination, and maintenance.
- c. Review the total personnel and monetary resources requested for the operation, improvement, and support of the 3-M System by all levels of management afloat and ashore; and supporting requirements in the budget effort.
- d. Approve management applications of the MDS and PMS.
- e. Chair the Fleet 3-M Steering Committee (CNO N43).

### 2-4.2 FLTCINCs

- a. Exercise overall responsibility for 3-M System operation.
- b. Promote quality, completeness, and timely submission of data collected within their respective fleets.

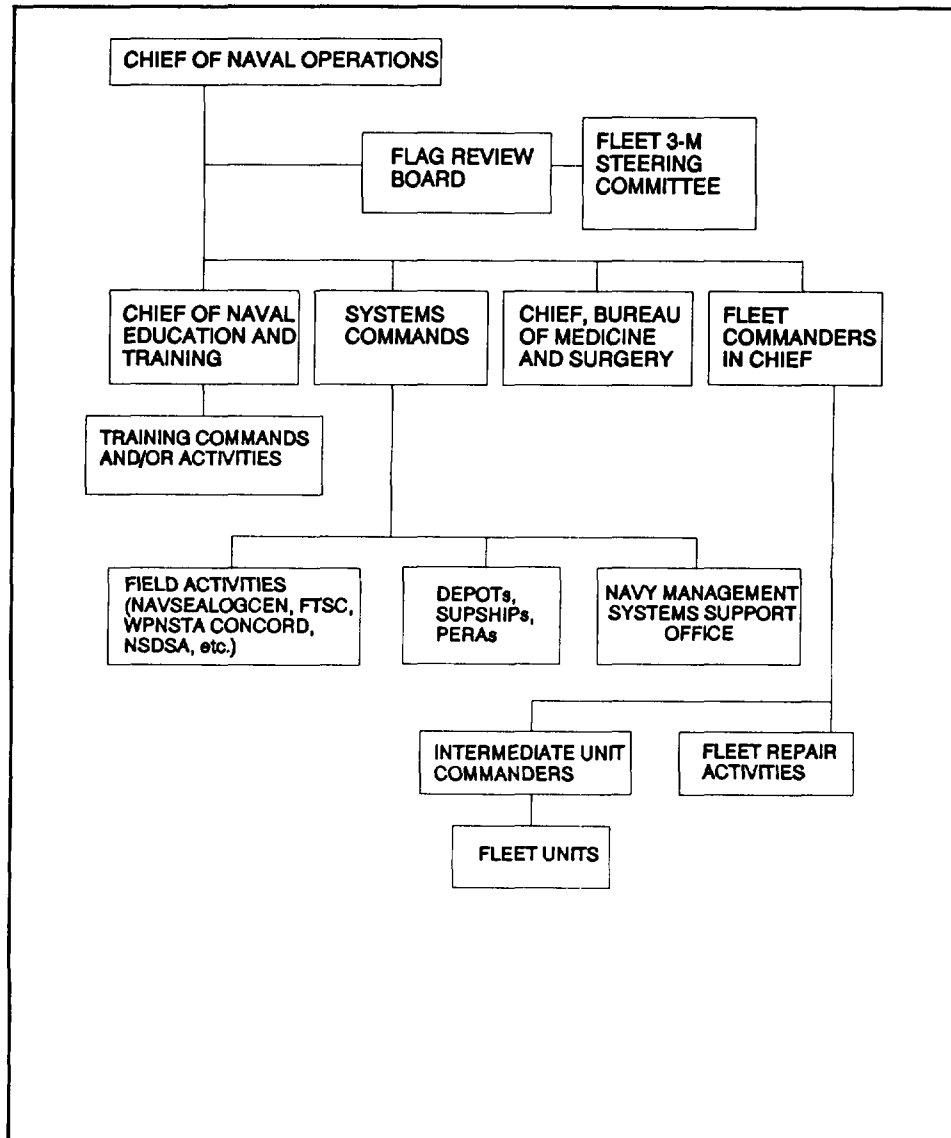


Figure 2-1. 3-M Systems Organizational Relationships

- c. Promote effective use of 3-M System data products by subordinate commands within their respective fleets.
- d. Ensure the scope of Ships' 3-M System training at the fleet schools reflects the required quantity and quality of 3-M training to provide fleet maintenance and management personnel with the necessary skills to successfully support the 3-M System.
- e. Advise and assist NAVSEASYS COM in the execution of 3-M System responsibilities as required.
- f. Coordinate and control fleet Automated Data Processing (ADP) facilities necessary to process 3-M System information.

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g. Obtain CNO approval before implementing management applications which require CNO-funded computer program modification. This does not preclude development of additional applications to resolve management problems providing such development does not require changes to the existing 3-M System. All developments are to be subsequently submitted to the F3MSC for possible incorporation into the 3-M System.

h. Maintain a full time 3-M staff of adequate size to properly administer the 3-M System.

i. Jointly develop quantitative assessment criteria, guidelines, and procedures.

#### 2-4.3 Operational Commanders

Provide sufficient time for ships to conduct 3-M functions. Operational orders, letters of instructions, and other operational directives will recognize and provide for the accomplishment of 3-M requirements.

#### 2-4.4 TYCOMs

##### NOTE

TYCOM assessment and/or training responsibilities may be performed by Afloat Training Group (ATG)/Readiness Support Group (RSG) as applicable.

a. Exercise primary responsibility for the effective operation and support of the Ships' 3-M System under their claimancy. This responsibility includes shore activities under their cognizance where ships' 3-M is applicable. (The commanding officer of naval bases, naval stations, and other activities who do not report directly to a TYCOM, shall exercise TYCOM 3-M System responsibilities.

b. Maintain a full time 3-M staff of adequate size to properly administer the 3-M System.

c. Provide qualified teams to conduct 3-M System training assists, installations, and assessments as required.

d. Conduct appropriate review of the quantity and quality of 3-M data submitted (Technical Feedback Reports, MDS documents, etc.). Ensure accurate processing and prompt submission of 3-M data.

e. Provide for adequate 3-M System training for personnel associated with maintenance or maintenance management.

f. Monitor and participate in the development of 3-M management tools.



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g. Conduct appropriate review of Casualty Reports (CASREPS), Safety Advisory and Mishap Reports, and Material Inspection reports (INSURV, Propulsion Examining Board (PEB), etc.). Where 3-M System deficiencies are evident, initiate corrective action.

h. Establish and maintain a master PMS library applicable to the force.

i. Certify the functional adequacy of installed 3-M systems.

#### 2-4.5 Naval Sea Systems Command (NAVSEASYS COM)

a. Manage and direct the development, implementation, operational maintenance, and improvements of all aspects of the Ships' 3-M System throughout the Navy, both PMS and MDS.

b. Provide instructions and technical direction for the management of the Ships' 3-M System consistent with the policy established by CNO and the requirements of the FLTCINCs and TYCOMs.

c. Provide technical direction of the Ships' 3-M System functional efforts at the Naval Sea Logistics Center (NAVSEALOGCEN).

d. Manage and approve development of Selected Equipment Lists (SELS) and Equipment Identification Codes (EICs).

e. Direct and control revisions of the Ships' 3-M System.

f. Develop and maintain Ships' 3-M System manuals and other maintenance and material reporting documents for CNO.

g. Direct and maintain detailed documentation policy and procedures for reporting configuration changes to equipment ashore and afloat through the Ships' 3-M System.

h. Develop PMS procedures for specific equipments, using standard formats and work study techniques for all afloat equipments and identical equipment used ashore.

i. Coordinate PMS matters and provide PMS support for ships and shore activities having identical equipment used aboard ship. PMS support for non-U.S. Navy ship type equipments such as, documentation development, revision, printing, loading and maintaining s, etc., shall be provided by NAVSEASYS COM on a reimbursable basis.

j. Develop and coordinate all organizational, intermediate, and depot level Ships' 3-M functional matters.

k. Coordinate and direct the interface of the Ships' 3-M System with Board of Inspection and Survey (INSURV).

1. Direct parts usage reporting under the Ships' 3-M System.
- m. Coordinate the development of the Ships' 3-M System training for systems command managers.
- n. Oversee the interface of the Ships' 3-M System with other applicable ADP systems.
- o. Monitor, evaluate and improve the completeness, accuracy, and usefulness of the Ships' 3-M System reporting throughout the Navy.
- p. Identify resource requirements for the Ships' 3-M System matters for inclusion in the Program Objective Memorandum (POM) guidance, budget submissions and other resource documents.
- q. Provide policy, instruction and technical direction for shipboard Technical Manual Management.
- r. Provide reliability, maintainability, and availability (RM&A) analysis of systems and equipments to determine operational readiness characteristics.

#### 2-4.6 NAVSEASYSKOM Field Activities

The 3-M System Functional Manager (NAVSEASYSKOM (SEA 04TD)) uses the expertise of various field activities to assist in the continued development, implementation, operation maintenance, and improvement of the Ships' 3-M System.

##### 2-4.6.1 Fleet Technical Support Centers (FTSCs)

The Fleet Technical Support Center, Atlantic (FTSCLANT) and the Fleet Technical Support Center, Pacific (FTSCPAC) are field activities of the FLTCINCs. Each provide a logistic support group that supports 3-M. The FTSCs 3-M responsibilities are:

- a. Provide PMS products for all PMS installations, new construction and major conversion ships.
- b. Provide TYCOMs with PMS reference information.
- c. Provide schools and material support commands and activities with documentation necessary to establish and maintain PMS.
- d. Provide documentation to users, who are not holders of equipment, on a reimbursable basis.
- e. Receive and screen feedback reports (FBRs). Resolve non-technical feedback reports and transmit unresolved technical feedback reports to the cognizant technical authority.

f. Maintain liaison with TYCOMs and assist with shipboard PMS installations and equipment verifications as requested by them.

g. Develop and revise PMS documentation as directed and funded by system commands (SYSCOMs), Bureau of Medicine and Surgery (BUMED), and/or In-Service Engineering Agents (ISEAs).

h. Standardize, reproduce, stock, and maintain accountability and inventory control of all PMS documentation.

i. Review and evaluate existing PMS maintenance requirements as requested.

j. Assist in PMS verification and installation in new construction/major conversion ships as directed. Function as PMS coordinating activity responsible for coordinating review and approval of PMS development documentation to ensure compliance with paragraph 1-6.1 of this instruction.

k. Provide guidance to PMS developers to ensure compliance with paragraph 1-6.1 of this instruction.

#### 2-4.6.2 Naval Sea Logistics Center (NAVSEALOGCEN)

a. Serve as the Maintenance Data System Central .

b. Design, develop, and operate logistics data accumulation and processing systems in order to provide logistics data to all levels of Navy management.

c. Augment MDS data by accessing other Navy and Department of Defense (DOD) management data files as required.

d. Support all levels of Navy management through the production of timely, accurate, and meaningful data products which are tailored to the specific requirements of managers. These data are submitted following applicable procedures in Chapter 12.

e. Direct and manage 3-M System user training programs and provide assistance to Headquarters activities in the area of training when requested.

f. Maintain the master Equipment Identification Code (EIC) index file and produce appropriate products to issue this information as required.

g. Provide support in management, direction and development of the 3-M System as directed by NAVSEASYSKOM.

#### 2-4.6.3 Naval Weapons Station (WPNSTA) Concord

WPNSTA Concord (Code 54) serves as NAVSEA's technical agent in the program management of the Ships' 3-M System.

#### 2-4.6.4 Naval Sea Systems Command Automated Data Systems Activity (NSDSA)

NSDSA, located at the Naval Surface Warfare Center, Port Hueneme, provides the central support role for technical manual operation and management matters as directed by NAVSEA. Responsibilities are:

- a. Provide assistance to Technical Manual (TM) managers and TM users.
- b. Perform TM product quality reviews and evaluations.
- c. Assign TM identification numbers for NAVSEA TMs.
- d. Maintain the master TM repository.

#### 2-4.7 SYSCOMs/BUMED

- a. Ensure required PMS packages are procured and delivered simultaneously with equipment.
- b. Ensure that MDS data is used to measure equipment reliability, maintainability, and operational availability in the fleet; to identify deficiencies correctable by SYSCOMs, BUMED or other activities, and to monitor the effectiveness of corrective actions taken. Special reporting requirements will be restricted and such requirements must be approved by CNO.
- c. Supervise efforts of field activities involved in providing, processing, and/or using 3-M System information.
- d. Take action on PMS Feedback Reports (FBR) submitted by fleet personnel.
- e. Review existing PMS documentation to ensure technical validity and prompt accomplishment of required changes.

#### 2-4.8 Chief of Naval Education and Training (CNET)

- a. Ensure that training efforts in support of the 3-M System support the requirements of the FLTCINCs, and that necessary follow-on training is provided fleet personnel.
- b. Initiate periodic reviews of 3-M System training curricula to ensure compliance with current directives.
- c. Ensure schools report configuration changes on any of their shipboard identical equipment that has been changed, modified, or deleted; and submit file corrections when applicable.
- d. Maintain shipboard applicable training equipment in accordance with this manual.

2-4.9 Fleet Training Commanders, Atlantic and Pacific  
(COMTRALANT/COMTRAPC)

a. Maintain 3-M System training capability encompassing all training required by current directives. Such training must be adequate to accommodate the requirements of the fleet.

b. Conduct periodic reviews of 3-M System training curricula to ensure compliance with current directives.

c. Administer policy for the Afloat Training Organization (ATO). The Afloat Training Groups (ATGs), as executive agents to COMTRALANT/COMTRAPAC, will execute the afloat training policy. In support of 3-M training and assessments, ATGs can provide:

(1) Technical and personnel support for 3-M training and assessments.

(2) Assist visits and 3-M fleet training services as needed.

(3) 3-M assessments in accordance with ships' 3-M standardized procedures.

2-4.10 Space and Naval Warfare Systems Command (SPAWARSYSCOM)

SPAWARSYSCOM is responsible for the overall management of the Navy Tactical Command Support System (NTCSS) hardware.

2-4.11 Navy Management Systems Support Office (NAVMASSO)

NAVMASSO is under the command of the Space and Naval Warfare Systems Command. 3-M responsibilities are:

a. Provide technical assistance in shipboard ADP 3-M System matters to SPAWARSYSCOM, FLTCINCs, type commanders, and other activities as directed.

b. Provide assistance when requested to ADP activities utilizing the NAVMASSO-supported systems.

c. Act as central programming coordinator and support activity for fleet 3-M System computer programs.

2-5 SHIPBOARD 3-M SYSTEM ORGANIZATION AND RESPONSIBILITIES

The shipboard 3-M organization is based on the ships' administrative structure. The following paragraphs define the basic responsibilities of the 3-M organization aboard ship. A shipboard organizational outline is shown in Figure 2-2.

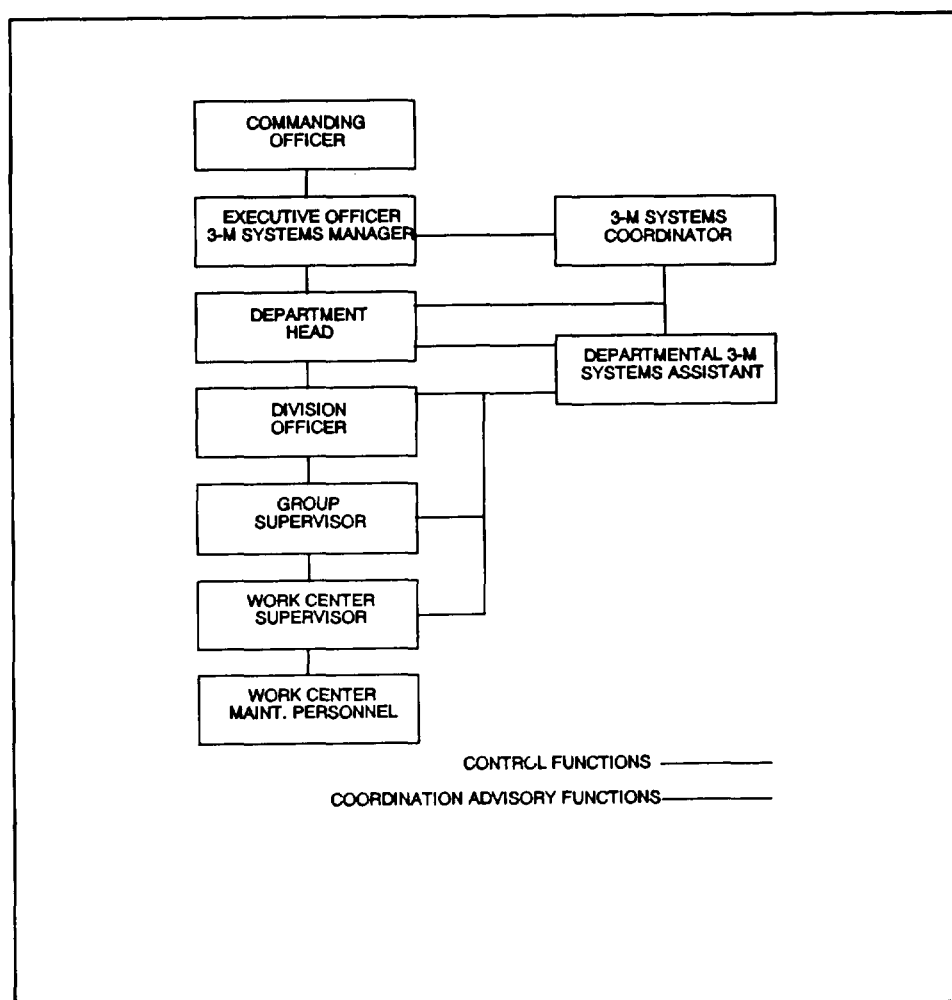


Figure 2-2. Shipboard 3-M Systems Organization

### 2-5.1 Commanding Officer

The commanding officer has overall responsibility for ensuring ship maintenance is accomplished following 3-M System procedures and that the 3-M System functions effectively within the command. The commanding officer shall ensure appropriate personnel receive adequate formal 3-M training, and shall have frequent meetings with the executive officer and the 3-M system coordinator to discuss 3-M System matters and to provide necessary guidance and coordination. The commanding officer shall conduct periodic checks to ensure that the 3-M System is functioning properly aboard ship and shall ensure that all documentation deferring maintenance is reviewed and approved at a responsible level. The commanding officer shall assure that 3-M submissions are being made as required.

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## 2-5.2 Executive Officer

The executive officer is the Ships' 3-M System manager and is responsible to the commanding officer for the overall management of the Ships' 3-M System program. The executive officer shall:

- a. Be knowledgeable of current 3-M System policies and directives.
- b. Chair periodic 3-M System meetings with department heads and the 3-M System coordinator.
- c. Monitor the operation of the 3-M System program to ensure compliance with current directives.
- d. Brief the commanding officer at regular intervals on the status of 3-M documentation.
- e. Integrate 3-M System training into the ship's training and qualification program, and ensure personnel receive adequate and effective 3-M System training.
- f. Act as final review officer for maintenance responsibility shifts between departments.
- g. Ensure the effectiveness of the command 3-M spot check program.

## 2-5.3 3-M System Coordinator

The 3-M system coordinator is the functional manager of the 3-M System and is responsible to the executive officer for the coordination and direct supervision of all administrative facets of the Ships' 3-M System program. This position will be assigned in writing as the PRIMARY DUTY of an officer or senior petty officer (who has been assigned a secondary Navy Enlisted Classification (NEC) of 9517). As an exception to this policy, ships not having an allowance for a 3-M system coordinator will assign these duties in writing as the most significant of collateral duties of an appropriately qualified officer or senior petty officer. Office space of sufficient size is to be provided to permit effective performance of duties. Each command is responsible to ensure personnel assigned to the 3-M system coordinator billet have adequate experience, training, and time to perform the responsibilities of the position effectively. The 3-M system coordinator shall:

- a. Serve as the principal 3-M system assistant to the executive officer.
- b. Review 3-M documentation submissions for accuracy, completeness, and timeliness. Included in this duty is a requirement to ensure all required 3-M submissions are made, and that 3-M data returned for correction is promptly revised and resubmitted.

c. Ensure the Ships' 3-M System program is kept current and any revisions are promptly distributed.

d. Advise, monitor, and assist department heads, division officers, departmental 3-M system assistants, and work center supervisors in matters concerning the 3-M System.

e. Manage the functions of the 3-M System office. These functions are:

(1) Maintain a file of 3-M System directives, newsletters, notes, and correspondence containing current 3-M program information. Ensure distribution to work center personnel.

(2) Manage the PMS Master file that contains information relative to PMS requirements for specific equipment including the associated Equipment Guide Lists (EGLs) and Tag Guide Lists (TGLs) for which each department is responsible.

(3) Ensure all copies of the Ships' 3-M Manuals are kept current.

(4) Ensure the command 3-M System training program, both onboard and off-ship, is adequate to meet the needs of the command. The 3-M System coordinator should attend meetings of the Planning Board for Training.

(5) Ensure sufficient supplies are on board to support 3-M System software and hardware requirements.

(6) Screen, serialize, and date all PMS feedback reports leaving the ship. Ensure improperly completed PMS feedback reports are corrected by departments concerned.

(7) Establish and maintain a file of outstanding PMS feedback reports and responses thereto.

(8) Maintain an up-to-date master copy of the Current Ship's Maintenance Project (CSMP) and provide CSMP information as required.

(9) Establish procedures for routing and/or explaining PMS changes to all concerned, and maintain a master accountability log of these changes.

(10) Maintain a file of Feedback Reports (FBRs), OPNAV 4790/CKs, etc. submitted to establish coverage on equipments not currently covered by PMS, until coverage is established.

(11) Ensure 3-M MDS data element validation is conducted in accordance with the 3-M validation specifications.



f. Screen 3-M documents for legibility and completeness. Forward 3-M documents to the designated data processing activity within 4 working days of receipt or as operationally feasible.

g. Ensure the timely processing of Automated Shore Interface (ASI) configuration and logistic data.

h. Ensure timely upline reporting of Current Ship's Maintenance Project maintenance transactions, ship's equipment file corrections and Coordinated Shipboard Allowance List (COSAL) feedback reports.

i. Coordinate, monitor, or supervise Automated Information Systems (AIS) relative to maintenance. Areas include but are not limited to functions of the technical library coordinator, calibration coordinator, maintenance functional area supervisors, Integrated Logistics Support (ILS), etc.

#### 2-5.4 Department Head

Each department head is responsible for the effective operation of the 3-M System within the department. The department head will:

a. Supervise maintenance scheduling within the department and other departmental 3-M functions. Review and approve cycle and quarterly schedules. Indicate by annotating the back of the quarterly schedules those maintenance actions that were not fully accomplished during the quarter.

b. Inspect the 3-M System operation within the department weekly.

c. Ensure departmental personnel are properly trained and motivated in the effective operation of the 3-M System, including the importance of proper PMS scheduling and performance, configuration management, and the necessity for timely and accurate documentation.

d. Ensure the maximum use of PMS as an aid in training personnel in maintenance procedures for equipment within the work center.

e. Ensure the 3-M System departmental files and publications are current and properly maintained.

f. Conduct periodic meetings with division officers and work center supervisors and keep the executive officer informed of the status of the 3-M System within the department.

g. Provide guidance to division officers and work center supervisors on 3-M System matters.

h. Ensure the following action is taken when equipment is added, deleted, or modified:

(1) Advise NAVSEASYS COM via the configuration change reporting process when Integrated Logistics Support (ILS) data is required.

(2) Coordinate with the supply officer to ensure shipboard allowances, including tools, parts, materials, and test equipment needed for PMS are updated.

i. Ensure all material deficiencies are properly and promptly documented.

j. Ensure all required 3-M System documents are submitted to the 3-M System coordinator within 4 working days of the date of origination.

#### 2-5.5 Departmental 3-M Assistant

The department head may assign an officer or petty officer, trained in and knowledgeable of the 3-M System, to provide help with the coordination and supervision of the department's 3-M program.

#### 2-5.6 Division Officer

The division officer is responsible to the department head and will be trained in the 3-M System. The division officer assists in managing the maintenance required for the equipment within division responsibility. Division officer responsibilities are:

a. Ensure 3-M documents generated within the division are complete, accurate, and promptly prepared and submitted.

b. Ensure qualified senior personnel review Maintenance Index Pages (MIPs)/Maintenance Requirement Cards (MRCs) to verify that Maintenance Requirements (MRs) are complete, applicable, and correct.

c. Review and approve the weekly schedules to ensure they follow the quarterly schedule.

d. Conduct weekly spot-checks to ensure required maintenance is being properly performed as prescribed by MRCs.

e. Ensure the departmental quarterly schedule is updated weekly.

f. Incorporate 3-M System training into the divisional training plan.

g. Ensure maximum use of PMS as an aid in training personnel in maintenance procedures for equipment within the work center.

h. Work in conjunction with the 3-M system coordinator in matters concerning the 3-M program.

i. Meet frequently with divisional work center supervisors and inform the department head each week of the status of the 3-M System within the division.

j. Ensure 3-M System division files, publications, MRC decks, TGLs, and EGLs are complete and current.

#### 2-5.7 Group Supervisor

Ship divisions may have chief petty officers who are responsible for two or more work centers. These chief petty officers shall be referred to in this manual as "group supervisors." Group supervisors shall be responsible for the proper performance of the 3-M System functions within their respective work centers.

#### 2-5.8 Work Center Supervisor

The senior person will be designated as the work center supervisor, responsible for the effective operation of the 3-M System within the work center. This responsibility shall not be delegated to subordinate maintenance personnel. The work center supervisor shall receive 3-M System training. Work Center Supervisor responsibilities are:

a. Maintain a detailed working knowledge of all equipment deficiencies within the work center. Conduct periodic review of the CSMP or Ships Force Work List/Job Sequence Number (SFWL/JSN) Log.

b. Schedule weekly work center maintenance and supervise its proper accomplishment.

c. Ensure the status of work center planned maintenance is correctly reflected on the PMS schedules.

d. Ensure the division officer or group supervisor is advised of all 3-M System activity within the work center.

e. Maintain an adequate supply of 3-M System materials within the work center.

f. Ensure prompt reporting of all material deficiencies and completed maintenance actions as required.

g. Ensure all 3-M System documents submitted from the work center are correct, legible, and promptly prepared and submitted.

h. Ensure maximum use of PMS as an aid in training personnel in maintenance procedures for equipment within the work center.

i. Maintain control and accountability of Job Sequence Numbers (JSNs) within the work center as applicable.

j. Ensure that the CSMP is current and complete.

k. Review MRCs and promptly submit a PMS FBR whenever maintenance requirements are not fully understood, errors are believed to exist, maintenance requirements appear inadequate or excessive, additional coverage is needed, performance of the MR would cause a hazardous condition to exist, or replacement PMS documents are needed.

l. Ensure PMS covers all equipment in the work center. Maintain an accurate and current List of Effective Pages (LOEPs) by comparing the documentation with the actual equipment configuration. Submit configuration change requests when appropriate.

m. Ensure programmed Periodic Maintenance Requirements (PMRs) scheduled for ship's force accomplishment are completed and reported in strict accordance with the PMR, if applicable.

n. Ensure proper testing and inspection of work done by outside activities prior to job acceptance.

o. Ensure delivery of test and measurement equipments and other portable support equipments to testing and calibration work centers as indicated on scheduling reports.

#### 2-5.9 Maintenance Personnel

Maintenance personnel are responsible to the work center supervisor. Their 3-M System duties include, but are not limited to the following:

a. Perform assigned scheduled maintenance requirements using MRCs, Tag Guide Lists (TGLs), and Equipment Guide Lists (EGLs) as indicated by the weekly schedule.

b. When performing PMS, promptly notify the work center supervisor when:

(1) Anything on an MRC is not fully understood, appears to be incorrect or cannot be accomplished as written.

(2) Tools, materials, etc., prescribed by the MRC are not available.

(3) Any doubt exists about capability, training, or experience to properly perform the MR as prescribed.

(4) Factors exist which would make performance of the MR unwise or dangerous (e.g., disassembly of equipment needed for operations, radiation when prohibited, situations causing safety hazard to exist, etc.).

(5) Equipment deficiencies or casualties are discovered.

c. Inform the work center supervisor when planned maintenance requirements are completed and sign the accountability log. The work center supervisor must be informed of any problems encountered under current schedules and/or MRCs.

d. When performing corrective maintenance (repair);

(1) Notify the work center supervisor of the details of the corrective action. Particular attention must be given to the cause code and remarks/description entries.

(2) Report additional deficiencies found to the work center supervisor.

(3) Initiate or update all 3-M documents as required.

e. Prepare the documentation for reporting deferrals, completions, material usage, and PMS feedback for review by the work center supervisor.

f. Maintain working knowledge of all equipment deficiencies within the work center. Conduct periodic review of the CSMP or Ships' Force Work List/Job Sequence Number (SFWL/JSN) Log.

g. When delivering equipment to or receiving equipment from Intermediate Maintenance Activity (IMA) and depot work centers, use the provided automated scheduling report.